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A.I.B. Project "W"

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10 SEP 1964

MEMORANDUM FOR: Deputy Director for Support
THROUGH : Deputy Director for Plans
SUBJECT : JMWAVE Station Official Transportation Facilities
REFERENCE : █-16899, Dated 1 July 1966

1. This memorandum contains in paragraph 4 a recommendation for your approval.

2. The Chief of Station, JEWAVE in reference dispatch describes the procedures he has instituted to insure that the official transportation requirements of the Station are met in a secure, effective, and economical manner. He also presents data concerning the current status of official transportation, its costs, and proposed reductions in the Station TVA. In summary, the Station has developed a very effective administrative procedure for the controlled use of their vehicles.

3. Of particular concern to him has been the question of the personal use of official transportation in respect to those circumstances where the Station member utilizes a vehicle for travel between his home and his place of work. [REDACTED] states that all such travel is considered to be non-official. The Chief of Station has determined in accordance with [REDACTED] d that private or other Government transportation is not available and local transportation facilities are non-existent; and has, therefore, authorized the use of official motor vehicles without reimbursement to provide his employees with transportation on a group basis between their places of work and their homes. In making this determination, the Chief of Station has established that travel between the residence and the place of work of a Station member falls in one of the following categories: (a) non-official, (b) official, (c) special. He further establishes that travel between residence and place of work may be accomplished as follows:

a. Thru the use of a personally-owned vehicle. All such travel is considered non-official and non-reimburseable. It is Station policy, on security grounds, that personally-owned vehicles will not be used in the conduct of official business; only official vehicles will be used for official business.

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b. Thru the use of an official vehicle on a group basis, i.e., participate in one of the transportation pools established by the Station; certain of the vehicles in such pools are driven by Station local employees, certain are driven by designated Station members. This travel is considered to be official travel.

c. Thru the use of an official vehicle assigned from the Central Motor Pool of the Station. If it is required that the Station member conduct operational activity or be on call during particular off-duty hours, then the use of an official vehicle is considered to be official, and no reimbursement is required from the user.

d. Thru the use of an official vehicle for special travel. In certain instances it is to the mutual advantage of the Station and a Station member that the latter utilize official transportation between his place of work and his residence, even though such travel does not fully meet the criteria for official travel cited above, i.e., that operational activity must be conducted during off-duty hours or that the user must be immediately available for the performance of operational tasks upon call. Such travel is designated by the Station as special travel. The benefits of the special travel arrangement to the Station are as follows: (1) the Station does not have to add local employees to its roster solely in order to use them as drivers in the provision of authorized transportation services between home and office for Station members; (2) the Station does not have to establish special "after hours" vehicle pools to handle the travel of those personnel whose duties make it impossible for them to utilize the regular vehicle pools; (3) the availability of certain operational personnel for emergency service is increased. The Station is not permitted to designate travel of the type discussed above as official travel; on the other hand, it is clear that some benefit, actual or potential, does accrue to the Station from such travel. Thus, the Station has established the category of special travel to cover this sector.

Reimbursement for use of Station vehicles is described as follows:

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a. Per [REDACTED] and JMWAVE Instruction [REDACTED], a Station 25X1A member who utilizes an official vehicle for personal, non-official travel must reimburse the Station for such travel at the established mileage reimbursement rate of \$.10 per mile.

b. Since some benefit does accrue to the Station from special travel, it is considered inappropriate to demand reimbursement for such travel at the same rate as for official travel. Thus, the

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Station has established a different rate for special travel, based upon the average distance between residence and place of work and the cost of gas and oil for the official vehicle. This rate is a flat \$15 per one-way trip, or \$30 for a round-trip.

4. Your approval is requested of the procedures described in paragraph 3 above.

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[REDACTED]
Chief,
Western Hemisphere Division

Attachments:

25X1A6c Tab A - [REDACTED] 16899
B - JM WAVE Notice No. 279
C - Status Report re Station Official Transportation

25X1A

CONCUR:

18 April 1967
Date

RECOMMENDATION CONTAINED IN PARAGRAPH 4 ABOVE IS APPROVED:

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Signed Alan M. Wanfield
Deputy Director for Support

18 APR 1967
Date

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DDP/WH/SS: [REDACTED]:md (17 August 1966)

Distribution:

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* It is requested that JM WAVE submit a report reflecting the extent of use of "Special Travel" (i. e. that for which reimbursement is made at the rate of 30¢ per round trip) during the period 1 September 1966 through 31 March 1967.